



Office of Mayor Carolyn G. Goodman

495 S. Main St, 7th Floor | Las Vegas, Nevada 89129

Phone: (702) 229-6241 | Fax: (702) 385-7960 | www.lasvegasnevada.gov

Proclamation Request Form

Please fill in the appropriate information. Once completed, please email this form to mayorrequests@lasvegasnevada.gov. You may also send it by fax or mail (contact information above). **Requests must be made two (2) weeks in advance.**

Handwritten requests are strongly discouraged.

1. Today's date:
2. Due date:
3. Contact information of person making the request
Name:
Organization:
Cell and/or best daytime phone:
Email address:
4. Will this be picked up at City Hall? ____yes ____no
(All local requests must be picked up at City Hall)
5. If you are unable to pick up the proclamation, please provide an address where it can be mailed:
Name:
Organization:
Mailing address:
City, State, ZIP:
6. Specific title of what will be proclaimed (full name of person, event or organization to be celebrated):
7. Date being proclaimed:
8. Please provide 2-3 sentences about the person being recognized (i.e., reason for recognition):